

## WESTWOOD PARKING AUTHORITY

Minutes of Meeting  
Held on January 31, 2018

The meeting was called to order at 7:01 p.m. pursuant to the open public meeting laws of the State of New Jersey. The roll call was taken. In attendance were the following members:

- John Oberg
- Francis Costello
- Timothy Hampton
- Joseph Letizia
- Maryann Bassett

The following individuals, serving in various official capacities, were also present:

- Thomas Garrity, Assistant Administrator **ABSENT**
- Colin Quinn, Esq., Attorney for Parking Authority
- Council Liaison Arroyo

### OLD BUSINESS:

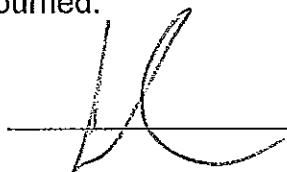
A Motion was made by Joseph Letizia and seconded by Mary Ann Basset and unanimously approved to approve the minutes of October 25, 2017 and December 12, 2017. A roll call vote was taken as follows:

Francis Costello	Aye
John Oberg	Aye
Timothy Hampton	Aye
Mary Ann Bassett	Aye
Joseph Letizia	Aye

There being no further new business, a Motion was made by Joseph Letizia seconded by ~~MaryAnn Bassett and unanimously approved to adjourn the meeting.~~

At 7:10 p.m. the meeting was adjourned.

Date: 2/27/18

 2/27/18

## WESTWOOD PARKING AUTHORITY

Minutes of Reorganization Meeting  
Held on January 31, 2108

The meeting was called to order at 7:01p.m. pursuant to the open public meeting laws of the State of New Jersey. The roll was taken. In attendance were the following members:

- Francis Costello
- John Oberg
- Maryann Bassett
- Joseph Letizia
- Timothy Hampton
  
- Thomas Garrity, Assistant Administrator was absent.

The following individuals, serving in various official capacities, were also present:

- Ray Arroyo, Council Liaison
- Jack Sauer, Administrator
- Colin Quinn, Attorney

### Election of Officers:

The following individuals were nominated by Joseph Letizia, seconded by John Oberg and not unanimously approved (all approved with the exception of Francis Costello) to serve in the capacities listed next to each for FY 2018

- |                    |                     |
|--------------------|---------------------|
| • Timothy Hampton  | Chairman            |
| • Francis Costello | Vice Chairman       |
| • Maryann Bassett  | Secretary           |
| • John Oberg       | Treasurer           |
| • Joseph Letizia   | Assistant Treasurer |

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Francis Costello hands his resignation to Carol Knubel, the recording secretary and leaves the meeting. Carol reads the resignation to the board.

There was a discussion with regard to filling the position of Trustee.

Chairman Hampton reviews the Consent Agenda.

## **COMMITTEE REPORTS:**

### **Administrator's Report:**

- Jack Sauer reported the following:
- Todd Saugi, PEO had surgery and the WPA send a fruit and nut basket with get well wishes
- A meter on Fairview Avenue was hit by a vehicle
  - Payment was received for the damage
- Would like to enclose the work area that the WPA uses at the DPW. Presently, there is a chain link fence delineating the space. The space houses the counting machine and supplies. Would like to enclose the three open sides with plywood.
  - DPW gave an estimate of \$2,000 to enclose the space.
- Nothing has been done with respect to moving the master meters due to the fact that the distributor, McKay could not be reached.

A discussion was had with regard to compensation of officers, specifically the percentage of the increase. Last year, a 2% increase was approved.

## **FINANCIAL REPORT:**

Mr. Garrity was not present.

## **LEGAL REPORT:**

No legal report.

Chairman Hampton requests that there be active sub-committees. He believes that this will lend itself to more succinct meetings. He further requested that between meetings that issues be discussed via email.

Councilman Arroyo discussed several issues:

- Fifth Avenue should be reviewed with regard to commuter parking
- Advised that the Recreational Center is expanding their programs and it would be helpful to have 3 hour meters as opposed to 2 hour meters

- A discussion ensued wherein it was suggested that we look into issuing a flyer to be placed in the windshield issued by the Borough Clerk permitting 3 hour parking. A further discussion will be required after preliminary information is received from the Borough Clerk
- Residents from Bergen Street and Roosevelt Avenue have been signing a petition with regard to the commuter parking. They are requesting enforcement.
  - Proper signage must be put in place.
    - DPW has the signage, just has to be put up.
  - Roosevelt would also like to ban 4 ton trucks from driving through

**NEW BUSINESS:**

A Motion was made by Joseph Letizia, seconded by MaryAnn Bassett and unanimously approved to approve the Consent Agenda as attached hereto and made a part hereof. A roll call vote was taken and recorded as follows:

Timothy Hampton – Aye  
 Joseph Letizia - Aye  
 John Oberg – Aye  
 MaryAnn Bassett – Aye  
 Frances Costello - Absent

A Motion was made by Joseph Letizia seconded by MaryAnn Bassett and unanimously approved to approve a 2% increase for non-exempt employees and further, to change the Administrator, Jack Sauer to a salaried employee at \$18,000.00 A roll call vote was taken and recorded as follows:

Timothy Hampton – Aye  
 Joseph Letizia - Aye  
 John Oberg – Aye  
 MaryAnn Bassett – Aye  
 Frances Costello - Absent

A Motion was made by Joseph Letizia seconded by MaryAnn Bassett and unanimously approved to approve the disbursements, checks 2833 through 2824. A roll call vote was taken and recorded as follows:

Timothy Hampton – Aye  
 Joseph Letizia - Aye  
 John Oberg – Aye  
 MaryAnn Bassett – Aye  
 Frances Costello - Absent

Due to the resignation of Chairman Costello, a new vote was required for the Election of Officers.

The following individuals were nominated by Joseph Letizia, seconded by John Oberg and not unanimously approved to serve in the capacities listed next to each for FY 2018

- Timothy Hampton                      Chairman
- Maryann Bassett                      Vice Chairman/Treasurer
- John Oberg                              Treasurer
- Joseph Letizia                         Secretary

A Motion was made by Joseph Letizia seconded by John Oberg and unanimously approved to approve the work required to enclose the room being used by the WPA at the DPW with plywood not to exceed \$2,000.00. . A roll call vote was taken and recorded as follows:

Timothy Hampton – Aye  
Joseph Letizia - Aye  
John Oberg – Aye  
MaryAnn Bassett – Aye  
Frances Costello- Absent

Chairman Hampton discussed the proposal of obtaining parking apps for the Municipal Building lot.

- Are the apps worth the effort and will they work efficiently?
- Joseph Letizia has information on the two apps being discussed and will do a comparison.
- All charges should go to the user.
- It is our understanding that we do not have to pay a fee for this app.

Chairman Hampton discussed the fact that the Fairview Avenue lot is still underutilized. There was a discussion and it was decided that signs should be posted for three hour parking but we should keep the rate the same at this time and review at a later date.

A Motion was made by John Oberg seconded by MaryAnn Bassett and unanimously approved to post signage in the Fairview Avenue lot for 3 hour parking while keeping the rate as is. A roll call vote was taken and recorded as follows:

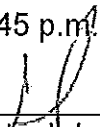
Timothy Hampton – Aye  
Joseph Letizia - Aye  
John Oberg – Aye  
MaryAnn Bassett – Aye  
Frances Costello - Absent

John Oberg requested that we find a way to obtain the Center Avenue South Lot from the Volz family. Liaison Arroyo indicated that we should not go ahead with this purchase until the DEP says that the soil is clear.

**PUBLIC:**

No one from the public appeared.

Upon Motion made by John Oberg seconded by Joseph Letizia and unanimously approved, the meeting was adjourned at 8:45 p.m.

  
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Joseph Letizia  
Secretary

Dated: